

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: November 4, 2019

Closing Date: December 13, 2019

**Purchasing Services Coordinator, (Pay Grade 10)
Executive Offices, New Castle County (Supporting all three counties)**

Job Responsibilities and Duties: This position reports directly to the Director of Operations in the Executive Offices in New Castle County and is the first point of contact for ordering and purchasing all Department supplies, office equipment and office furniture for all three counties. The incumbent is responsible for ordering, receiving, storing and issuing office materials, equipment and supplies. The incumbent conducts a needs assessment, checks invoices for accuracy and fills requisitions for supplies and distributes the supplies. The incumbent is required to be an effective liaison with approved State vendors and to ensure purchases are within budget restraints. The incumbent manages the maintenance and tracking of the Department's fleet vehicles and liaises with OMB Fleet. The incumbent will also oversee any facility related needs including office moves and assist the Director with projects.

Essential Functions:

- Reviews requisitions and purchase orders for completeness and accuracy, contacts users to obtain additional information as required.
- Determines whether items to be purchased are on contract, require either formal or informal bidding or may be obtained electronically, by phone or from a catalog.
- Evaluates bids received for conformity to bid specifications and compliance with governing laws, rules and regulations; tabulates and submits a recommendation of award if applicable.
- Ensures prompt and complete deliveries; investigates problems and complaints from vendors (users) concerning late delivery, price discrepancies, poor quality or defective merchandise, initiates change orders and cancellations as required; obtains return authorizations from vendors.
- Communicates with vendors for new and improved products, services and marketing conditions.
- Maintains files on open purchase orders and correspondence, vendor lists, product catalogs and contract awards.
- Oversees the Agency Fleet including inventory tracking, purchasing, insurance issues and servicing.
- Supervise mail/courier program and personnel.

Job Requirements:

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

- Experience in applying laws, rules, regulations, standards, policies and procedures.
- Experience in record keeping, which includes maintaining records, logs and filing systems.
- Experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
- Knowledge of procurement services which includes purchasing goods and services in accordance with the procurement procedures and contract specifications as well as a variety of other activities such as issuing purchase orders, consulting on the purchase order process and resolving complaints and price discrepancies with vendors.
- Ability to operate a variety of equipment such as medium size trucks, forklifts, pallet-jacks, hand trucks and dollies to transport or distribute supplies, equipment, materials or other articles.
- Ability to make minor repairs and alterations to supplies and materials that have been ordered as part of office equipment and office furniture
- Ability to follow time schedules and demands in order to determine statewide routes to provide timely delivery of orders.
- Ability to organize, prioritize and follow through on details such as coordinating stock movement between multiple storerooms, setting up and controlling distribution sites.

Minimum Qualifications:

Knowledge of computer data entry.

Knowledge of inventory practices and procedures.

Ability to calculate and record cost of items for billing purposes.

Ability to operate equipment such as a handcart to transport supplies.

Must have a valid driver's license as incumbent must have ability to travel between New Castle, Sussex and Kent counties.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.